

WIC Dietitian (Project Director)

GRANT COUNTY – HEALTH DEPARTMENT

Start rate: \$1,597.60 bi-weekly salary

Grant County is recruiting for a full-time WIC (Women, Infant, Children) Dietitian (Project Director). This position is responsible for the overall assurance of compliance with the requirements in the WIC Operations and User Manuals. The Project Director performs nutritional assessments, counseling, and education of clients in individual and group settings; promotes breastfeeding and community education for positive breastfeeding attitudes and atmosphere; and supervises WIC staff.

Minimum Requirements

- Graduation from high school or equivalence; Bachelor's Degree in nutritional sciences or dietetics required; experience using computer required
- Registered Dietitian (RD) or registration – eligible (an individual who has completed a course of study approved by the American Dietetic Association and completed an approved internship) and successfully completes the registration exam within six months of employment; certification with the State of Wisconsin as a Dietitian required within six months of employment
- Specialized training in breastfeeding management preferred; certification in Breastfeeding education preferred
- Experience working with the public in a public, medical office, or health care environment desired; Experience working with children desirable; experience with WIC preferred
- Supervisory experience desired
- Must meet all State and Federal requirements to operate a Wisconsin WIC Project
- Must have a valid driver's license, safe driving record, and reliable transportation
- Must be able to lift and move 50 pounds.

A [Grant County application for employment, complete list of job requirements, and job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608)723-2540. **Application must be on file, completely filled in, no later than 4:00 p.m. on April 13, 2010 to:**

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

WIC Dietitian (a.k.a. WIC Director)
Grant County Health Department

The WIC Dietitian is responsible for the overall assurance of compliance with the requirements in the WIC contract following the guidance listed in the Operations and Users Manuals. The Dietitian performs nutritional assessments, counseling, and education of clients in individual and group settings; promotes breastfeeding and community education for positive breastfeeding attitudes and atmosphere. The Dietitian supervises the WIC Registered Dietitian, WIC Clerk/CNA, and the WIC Nurse(s) at clinic sites.

Supervision

This position works under the general direction of the Director/Health Officer of the Grant County Health Department.

Responsibilities and Duties

- 1) Nutrition Services - Assures compliance with nutrition-related requirements in the WIC Operations and Users Manuals including serving as a Competent Professional Authority (CPA) for the Grant County Health Department.
- 2) Administration - Reviews ADP nutrition reports, and other available information to do needs assessment for nutrition program planning. Develops, implements, and evaluates annual contract objective(s) based on needs assessment.

Advises Director/Health Officer of nutrition budget needs.

Assists the Director/Health Officer with the budgets following discussion of the annual anticipated expenditures according to the project grant award; reviews expenditures at least quarterly with the Director/Health Officer.

Review quarterly nutrition reports and summarizes data and progress on work plan to the Director/Health Officer.

Reviews quarterly data including nutrition, caseload, no-show rate, vendor and other summary reports to determine progress toward work plan objectives and compliance with contractual expectations.

Reviews annual participant views survey results in order to assess client satisfaction with WIC Project Services.

Participates in annual project monitoring by the Division of Health staff.

Participates in the preparation of the grant application for the WIC Project.

- 3) Nutrition Education - Develops plans as well as conducts and evaluates secondary nutrition education services.

Implements Nutrition Care Guidelines for the Wisconsin WIC Program.

Develops and implements tracking system for high-risk participants.

Conducts nutrition counseling for high-risk clients.

Participates in peer review/chart audit for high-risk client records on a semi-annual basis with the Director/Health Officer and the WIC Nurse.

Participates in case conferences for high-risk WIC participants if the client is serviced by other department programs.

Evaluates nutrition education provided by the WIC Registered Dietitian, WIC Public Health Nurses and WIC Clerk/CNA.

Develops and implements documentation procedures for initial and secondary nutrition education.

Assures that an evaluation of participants views of nutrition education is conducted annually, reporting summary of results to the Director/Health Officer

Evaluates nutrition education materials for accuracy and appropriateness for WIC participants.

Monitors and/or trains annually, back up WIC Nurses on current nutritional recommendations for pregnant and breastfeeding women, postpartum teens, infants and children under age 5.

4) Referrals - Develops nutrition referral criteria from WIC to other health professionals.

Assures that referral criteria and procedures for referral to other nutrition services (food stamps, food pantries) are established.

Coordinates referral procedures with the Director/Health Officer between WIC staff and public health staff and facilitates joint effort.

Refer clients to the WIC or Health Check nurse for immunizations as appropriate.

5) Clinic and Certification Procedures - Plans and evaluates, with input from Director/Health Officer, WIC Registered Dietitian, WIC Nurse, and WIC Clerk/CNA certification and draft issuance clinics to assure smooth operation and quality client education.

Monitors and trains annually back up WIC Clerk/CNA and WIC Nurses on functions of nutrition station.

6) Clinic Activities

A) Assessment of nutritional status and needs of clinic population.

1. Perform finger or heel puncture to obtain blood for hemoglobin and capillary blood lead. Calibrate hemacue prior to each clinic.

2. Obtain, evaluate and utilize diet questionnaires and calculate client nutrient intake for planning nutritional goals.
3. Assess nutritional status of clients, according to Wisconsin WIC program policies and procedures relating to biochemical, medical, anthropometric and nutritional evaluation of client.
4. Responsible for determining client risks, eligibility for program and client food needs according to programs guidelines.
5. Identify in writing as well as verbally to the parent/client the present physical condition of the client. Verify risk factors and patient education of health risks as evidenced by documentation in client file.
6. Identify and evaluate client and family needs, ability and readiness to learn as evidenced by both written communication and verbal contact with the client.

B) Delivery of nutrition intervention, education and counseling.

7. Provide direct client counseling to parents/clients on nutrition behavior changes as evidenced by the evaluation of the clients/parents understanding and intentions of compliance at end or return visit.
8. Provide information necessary to support the client's/parent's interests and desired behavioral changes according to agency diet instruction manual. Document in client file.
9. Reinforce the client's/parent's positive behaviors as evidenced by verbal contact with the client/parent.
10. Indicate in the care plan, the long or short term goal or plan for the improvement or maintenance of nutrition behaviors and client/parent response to nutrition intervention.
11. Communicate prepared plan of care to other staff members when appropriate.
12. Identify and appropriately utilize and refer clients/parents to appropriate health/medical professionals and human service agencies as evidenced by documentation in care plan. (Be appropriately familiar with above such agencies.)
13. Seek, review, update and maintain nutrition education materials for clinic, library and education programs.
14. Work with families in food planning, buying and preparation to improve the nutritional values of their diets.

7) Food Package Tailoring and Selection - Assures food packages are issued based upon participant needs and preferences.

In-service public health staff on sole source formula and exception guidelines and updated food lists.

8) Implement Breastfeeding Plan according to policies.

Provide technical supervision of WIC staff who provide breastfeeding-related services.

Provide orientation and ongoing task-appropriate training on breastfeeding promotion and support to all WIC staff.

Implement policies that encourage a positive clinic environment and endorse breastfeeding as the preferred method of infant feeding.

Assure that positive breastfeeding messages are incorporated into relevant educational activities, materials, and outreach efforts.

Evaluate project's breastfeeding activities and strategies annually, and modify breastfeeding strategies based on evaluation.

Coordinate breastfeeding plan with overall WIC and agency nutrition services.

Assure that appropriate breastfeeding education and support is offered to all pregnant WIC participants.

Assure that breastfeeding support and assistance is provided throughout the postpartum period, particularly at critical times when the mother is most likely to need assistance.

Implement policies to assure that appropriate food packages are issued to breastfeeding women and infants.

Assure that breastfeeding - related data/information is collected and entered into ROSIE correctly.

Review automated breastfeeding reports for program planning and monitoring purposes; review other breastfeeding - related data as available (e.g. ROSIE special reports, Prenatal and Pediatric Nutrition Surveillance reports, MCH reports).

Determine need for and manage implementation of breast pump distribution.

Attend breastfeeding conferences/workshops and, keep other staff informed of learning opportunities and current information.

Coordinates and assists the Breastfeeding Peer Counselor(s).

Maintain a list of breastfeeding conferences/trainings attended and the number of continuing education hours obtained (the goal is 12 hours annually).

9) Policy Development - Provides input to the Director and implements written policies for issues which the state WIC program gives latitude to local projects.

10) Nutrition - Related Staff Development - Attends WIC sponsored statewide and appropriate regional meetings and incorporates information, methods, etc. as indicated into project nutrition services. Informs the Director/Health Officer and other staff of changes.

Provides in-service to the department staff on WIC nutrition concerns and recommendations as needed to promote WIC goals and services.

Provides nutrition assessment, education and counseling to home health and public health clients of the department, as time permits and billing time to the appropriate department budget.

11) Food Delivery System - Supervises vendor training, farmers market and monitoring according to WIC Operations Manual, involving the WIC staff.

12) Other - Establishes Fair Hearing Committee and procedures, providing department representation as needed.

Meets at monthly WIC staff meetings to plan protocols and evaluate health information and counseling provided by the WIC Nurse.

Meets at least monthly with WIC staff to discuss overall project operations.

Ensures that all WIC staff participate in required trainings.

Assists in selection, orientation, and evaluation of WIC staff in cooperation with the Board of Health and the Personnel Director.

Knowledge, Skills, and Abilities

Must have a broad knowledge base in principles and practices of nutrition accompanied by the knowledge of current dietary standards for optimal reproductive outcome, healthy growth and development, and management of acute and chronic illness. Knowledge of the social and behavioral sciences as applied to public health nutrition. Ability to provide skilled dietetic management based on nutrition theory, scientific principles of behavioral concepts and sound professional judgment in public health settings. Ability to provide leadership to others. Knowledge of the functions of other health and social services agencies. Ability to work effectively with people, adapting to changing situations, and to work independently. Skill interviewing and exercising tact and good judgment. Skill in evaluation of program and personnel. Ability to load supplies and equipment and travel to sites throughout the county.

Minimum Requirements

Education:

- Graduation from high school or equivalence
- Bachelor's Degree in nutritional sciences or dietetics required.
- Registered Dietitian (RD) or registration – eligible (an individual who has completed a course of study approved by the American Dietetic Association and completed an approved internship) and successfully completes the registration exam within six months of employment.
- Certification with the State of Wisconsin as a Dietitian required within 6 months of employment.
- Specialized training in breastfeeding management preferred
- Certification in Breastfeeding education preferred
- Must meet all State and Federal requirements to operate a Wisconsin WIC Project

Experience:

- Supervisory experience desired
- Experience working with the public in a public, medical office, or health care environment desired
- Experience using computer required
- Experience working with children is also desirable
- Experience with WIC preferred

Must have a valid driver's license, safe driving record, and reliable transportation.

Must be able to lift and move 50 pounds.

Note: Equivalent combinations of job related education and experience may be considered.

Job213 (4/10)